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29 JUL 1986

MEMORANDUM FOR: Director of Information Technology

25X1 FROM:

[REDACTED]
Director of Communications25X1 SUBJECT: Joint Office of Communications/Office of
Information Technology Planning [REDACTED]

REFERENCE: OIT 0584-86, dated 17 July 1986, Same Subject

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1. As we have recently discussed, I wholeheartedly support the concept of fostering a closer planning relationship between our two Offices. The scope of our respective missions dictate that we develop an environment of mutual interaction and cooperation in order to provide the required information systems and telecommunications services for this Agency. A joint Office of Communications/Office of Information Technology (OC/OIT) Planning Conference is the initial step in that process. [REDACTED]



2. I, too, envision that the first session will be comprised of our senior level managers who will address the major issues confronting our Offices. One purpose of the conference would be the formulation of ongoing mechanisms--such as specific working groups--to solve the problems or carry out the actions identified by the senior managers. [REDACTED]

3. [REDACTED] Chief, Management and Plans Staff, OC, has been identified as our action officer for this project. He has already been in contact with [REDACTED] and they are in the process of developing an agenda for our approval. It is anticipated that the conference will be held in September or early October depending upon facility availability. [REDACTED]

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25X1 SUBJECT: Joint Office of Communications/Office of
Information Technology Planning 

25X1 4. The challenges confronting our Offices are immense and
neither of us can afford to operate in a vacuum. It is essential
that you and I chart a coordinated course of action. I,
therefore, look forward to this first Planning Conference with
anticipation. 
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17 JUL 1986

MEMORANDUM FOR: Director of Communications

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Joint OC/OIT Planning (U/AIUO)

REFERENCE: My Memo for the DDA, dtd 9 June 86,
Same Subject, (OIT 0470-86)

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1. In the reference I told Bill of my intent to forge a closer planning relationship between our offices (and, at some point, other DA offices as well). I suggested that OIT's and OC's current planning processes be supplemented by biannual joint OC/OIT conferences: one in the late summer and one in the late winter. The information shared in these joint conferences would be used by both our offices in our respective short- and long-range planning. I expect that these conferences would be two-days in duration at an off-site location [redacted]

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If you are in agreement that it would be valuable to experiment with this concept, it would be useful to get started as soon as possible. [redacted]

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2. In this regard, I suggest that our staffs get together to begin scheduling and planning for the late summer conference. I believe the agenda should focus on the key programs and architectural issues of our offices. I envision a series of briefings from technical officers with plenty of time left for both formal and informal discussions. Action items and follow-up will be key, so we will need conference moderators to ensure that we get maximum benefit from the sessions. The moderators, one from each office, should be senior managers. [redacted]

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3. I believe we should start this process with a Joint OC/OIT Planning Working Group. The first task of this working group should be to identify the key planning issues shared by our offices. These mutually agreed upon issues should then be used to build a conference agenda. The agenda should focus on the issues while still providing background briefings so we can improve our understanding of each other's programs and activities. Moderators for the conference should also be [redacted]

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25X1 SUBJECT: Joint OC/OIT Planning [redacted]

recommended by the working group. The group will be responsible for documenting the results of the conference and monitoring progress on the resolution of action items. The initial product should be an annual Joint OC/OIT Strategic Plan. Our ultimate goal, however, should not be more paper. A paper plan is just a means to the end both you and I share: a coordinated Agency information systems and communications systems program and a single, integrated and "seamless" Agency network. [redacted]

25X1 4. I am very optimistic that the time is ripe for joint planning. We have both an Executive Director and a DDA who intimately understand and support our goals. I am looking forward to the challenge and opportunities that closer coordination and cooperation will bring. At the same time, I recognize that some of our officers will not fully understand the benefits of joint planning. We both will have to convince our staffs of the importance, and, in fact, the necessity of this activity. [redacted]

25X1 5. If you agree with the general thrust on this proposal, please have your action officer contact the Chief, Management and Consulting Group, OIT, [redacted] on extension [redacted] (secure) or via AIM [redacted] Doris is prepared to work with your action officer to develop ground rules and set up the working group I mentioned above. I am enthusiastic about this effort, and I hope you share my optimism. Please let me know your thoughts. [redacted]

25X1 [redacted]
25X1 Edward J. Maloney

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